



POLICY AND ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Title
THE DEVELOPMENT AND DELIVERY OF RECREATIONAL SERVICES

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(8)	01-03-103 02-04-102	ACA: ACI: 4-4017; 4-4107; 4-4154; 4-4155; 4-4270; 4-4430, 4-4481 thru 4-4486
IC 11-10-11-1	02-01-107 03-02-102	CO: 2-CO-5C-01
IC 11-10-11-2	02-01-111 04-01-105	JTS: 5F-03, 5F-04, 5F-06
IC 11-11-5-4(2)	02-03-101	JDF: 3-JDF-5E-01 thru 3-JDF-5E-04

I. PURPOSE:

The purpose of this policy and its administrative procedures is to establish standards and guidelines for the effective delivery of recreational programs, including fitness and nutrition programs, to offenders confined in Department of Correction facilities.

II. POLICY STATEMENT:

The Department of Correction shall provide recreational opportunities that promote the physical and mental well-being of confined offenders. These opportunities shall be presented in a manner to permit personal and social growth through planned group and individual activities.

The planning, delivery, maintenance and review of the recreational program shall be based upon:

- A. Providing offenders with an educational/learning program on the benefits of recreational programs, physical fitness and proper nutrition.
- B. Furnishing the offender population a range of activities that address the various recreational interests, needs and limitations of offenders;
- C. Utilizing available community resources, when applicable and available;
- D. Providing equipment, materials, supplies and activities in accordance with the size of the offender population, departmental resources and climatic considerations;

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- E. Providing recreational opportunities consistent with issues of public safety, as well as the safety and security of the facilities, staff and offenders; and,
- F. Operating all components in a cost-effective manner.

The Department shall establish a monitoring and evaluation system that ensures compliance with this policy.

III. DEFINITIONS:

For the purpose of these administrative procedures, the following definitions are presented:

- A. **EQUIPMENT INVENTORIES:** The list of items utilized in the delivery of recreation programs.
- B. **MUSIC ACTIVITIES:** Music program activities may include, but are not limited to: playing musical instruments, taking part in bands or other instrumental ensembles, singing individually, with bands or vocal groups, religious choirs, instructional classes in music theory, beginning and advanced instrumental and/or vocal techniques and other related activities.
- C. **RECREATION ACTIVITY GUIDE:** An organized outline of specific recreational activities designed to meet the recreational needs of offenders.
- D. **RECREATION ACTIVITY SCHEDULE:** The assignment of recreation staff to designated recreation activities at designated times and locations.
- E. **RECREATION ADMINISTRATOR:** The Central Office staff person designated by the Deputy Commissioner Re-Entry who is responsible for implementing, delivering and evaluating the recreation program within Department facilities.
- F. **RECREATION COORDINATOR:** The person responsible for planning, implementing, delivering and evaluating recreation programs at a specific facility.

IV. STATEMENT OF GOALS:

It is the Department's intent to provide a comprehensive recreation program for all offenders housed in Department facilities. The recreation program shall incorporate not only various recreational activities but shall also include

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components that stress the promotion of good health and disease prevention, positive life skills, and the importance of appropriate activities to reduce stress and channel an offender to socially acceptable alternatives to crime. Additionally, recreation programs are to incorporate training in proper nutrition and eating habits for good physical and mental well-being. All programs are to be directed toward offender needs and interests based upon security issues, facility manageability, community resources, staffing and fiscal concerns.

The goals of the Department's recreation programs include, but are not limited to:

- A. Teaching socially appropriate leisure time behavior, including proper nutritional habits and stress relief activities;
- B. Teaching self-control, self-discipline and respect for others;
- C. Enhancing the offender's successful return to the community;
- D. Teaching sportsmanship;
- E. Teaching basic fundamentals of recreation sport skills as well as understanding the meaning of play;
- F. Teaching health, safety and physical fitness;
- G. Developing community awareness of physical and leisure time activities;
- H. Reducing idleness and relieve tension; and,
- I. Developing alternative lifestyle choices.

To ensure that offenders are aware of the Department's intent, each Intake Unit shall incorporate into its Department orientation program a fitness and nutrition segment. Recreation staff and Health Care Services staff shall present in their areas of expertise regarding the benefits of exercise and nutrition. This segment is to introduce offenders to the various types of recreation programs available in the Department. Also, the program shall emphasize the importance of incorporating a recreation or fitness program into the offender's routine. Additionally, the segment is to include information on proper nutrition and how to determine the nutritional value of food items. Facilities that have offender information channels may present segments regarding the benefits of fitness, exercise and good nutrition.

Also, the facilities should incorporate into their transition programs a re-fresher class on appropriate recreation and fitness programs in the community to assist in reducing stress and the proper use of leisure time. Also, this re-fresher class should remind offenders about good nutrition and how to eat properly when they are released. Whenever possible, this class should advise offenders of community resources that can assist them in maintaining good nutrition and the proper use of leisure time.

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PEN Products, in conjunction with ARAMARK, is to attempt to identify and sell healthy items on the offender commissary. For example, commissaries may include baked chips as well as regular chips. PEN Products shall identify the healthy snacks in some manner (e.g., putting a heart or some other symbol noting that the item is a healthier choice) so that they can be readily identified. ARAMARK shall develop iCare packages that have a good nutrition and sports/fitness focus.

V. ADMINISTRATION:

The Recreation Administrator shall determine the programmatic components and procedures for recreation within the Department. The Recreation Administrator shall report to the Deputy Commissioner of Re-Entry or designee. The Facility Head or designee and the Recreation Administrator shall work cooperatively and jointly recommend a recreation staffing pattern for each facility for recreation services. It is the responsibility of the Facility Head or designee to ensure the development and administration of operational components for the recreation program.

VI. PROFESSIONAL DEVELOPMENT:

The professional development of all recreation personnel shall be encouraged and endorsed. All full-time recreation personnel shall receive a minimum of 20 hours annually of professional development training in recreation or a related leisure activity field, as a part of the training required in Policy 01-05-101, "Staff Development and Training." Professional development activities may include conferences, visitations and intra-departmental and inter-facility recreation staff meetings. Representatives from outside agencies/organizations may be used to provide specialized training for Recreation staff. In addition to any other professional development activity, recreation personnel shall attend the annual training workshop as instructed by the Recreation Administrator. Recreation personnel may attend professional development activities with the approval of the Facility Head or Executive Director of Staff Development and Emergency Operations and in accordance with all applicable state travel rules and regulations.

The Facility Head may consult the Recreation Administrator to verify the effectiveness of the professional development program. All conference attendance requests are to be submitted in accordance with the Department's fiscal procedures. Intra-departmental training will be conducted in collaboration with the Director of Staff Development and Emergency Operations.

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VII. SEMI-ANNUAL MEETINGS:

There shall be semi-annual meetings of all Recreation Coordinators. The Recreation Administrator shall schedule these meetings and give sufficient advance notice to the Facility Heads and Recreation Coordinators. The Recreation Administrator shall determine the location of these meetings or if it is more feasible to conduct the meetings via webinars. Meeting attendance shall be mandatory for all Recreation Coordinators.

The purpose of the semi-annual meetings shall be to discuss issues relevant to the delivery of recreational services at the facilities. The Recreation Administrator shall develop an agenda for these meetings and request input from the Recreation Coordinators for additional matters of concern.

The Recreation Administrator and those in attendance at the semi-annual meetings shall review and evaluate all professional development training for all recreation personnel within the Department in conjunction with the Division of Staff Development and Training. Participants in the semi-annual meetings may assist in the development and implementation of a Wellness curriculum that can be used throughout the Department or provide technical assistance to a facility which develops its own curriculum.

Facilities that do not have dedicated recreation staff are not required to send staff to the semi-annual meetings. At the discretion of the Facility Head, staff assigned to oversee or provide a recreation program at these facilities may attend these meetings.

VIII. RECREATION PROGRAMS:

All facilities are encouraged to offer as many recreation program components as staff and resources allow. The recreation program components include:

A. Structured Exercise

These are activities that offer offenders the opportunity to participate in regular, moderate levels of exercise monitored by recreation staff through exercise activity logs which include: the type of activity; the amount of time spent on the activity; and, staff verification.

Both outdoor and covered/enclosed exercise areas are to be available to the general population offenders to ensure that each offender is offered at least one hour of access daily.

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In order to provide structured exercise, facilities may offer the State of Indiana INShape Fitness Program, Presidential Sports Award Program, the Cooper System of Aerobic Points or any other similar structured exercise program that is monitored and based on regular, moderate levels of exercise.

These activities may include organized team and individual sports or physical fitness group activities that require registration of individual participants and occur at a scheduled time and place.

Recreation staff shall contact local fitness organizations in the vicinity to find volunteer trainers who could conduct presentations on the proper way to exercise with demonstrations on how to obtain the optimum results.

B. Health Awareness Resource Area

A designated area in the recreation area or in the offender library or other location where offenders can have easy access that contains pamphlets, brochures, magazines, health awareness videos, books or other resource material promoting physical fitness, proper nutrition and health (Wellness) education.

An offender may make a request to the Unit Team to initiate implementation of a recreational activity. The Unit Team shall determine if the request is feasible and task the offender(s) with conducting research on the subject of proper nutrition (if applicable) and the benefits of the recreational activity for submission to the Recreation Coordinator/designee for consideration and approval.

Local hospitals (dietitians) may be contacted for presentations on nutrition and wellness. Wellness programs, such as weight loss/maintenance instruction could be conducted on a weekly basis in the housing units or a classroom setting. Such an activity would meet the needs of those offenders interested in accomplishing weight loss goals via scheduled meetings. All such activities would need to be supervised by staff or volunteer(s) from the community.

C. Health Education Classes

Structured classes led by Recreation and/or Health Care staff, contractors, volunteers, guest speakers from the community (local hospital dietitians), interns which may include topics, including, but not limited to:

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- Introduction to Fitness
- Stretching before exercising
- Safety component on the use of equipment, how to use equipment properly, what not to do and the potential for injuries using equipment
- Smoking cessation
- Weight management
- Stress management (to include walking programs)
- Team Sports (track, relay races, volleyball, basketball, etc. dependent upon the facility)
- Art Therapy/Crafts/Music Programs
- Proper nutrition and healthy eating
- Holistic exercise routines, such as Yoga or Pilates
- Exercise physiology
- Aerobic exercise.

Facilities may use videos to provide this training. Facilities are encouraged to use volunteers or interns to set up Health Education Classes and run the classes if possible. Facilities may determine that some aspects of these programs may be offered in either a facility or recreation department orientation.

These classes should include various classes to promote fitness and a wellness program. They may include classes on yoga, stretching and meditation programs. The classes do not have to be offered in the recreation area or by recreation staff.

A roll of class attendance is to be maintained for all classes and minimum participation criteria is to be established in order to document class or course participation and completion by offenders.

D. Volunteers and Community Resources

The use of ongoing program support, at no cost to the Department or the facility, through community organizations or individuals, including colleges/universities, fitness clubs, hospitals or other agencies or organizations that can contribute to the overall effectiveness of the recreation program is encouraged.

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E. Special Events

These events may include special physical fitness and health education activities, such as:

- Health fairs;
- Health Education book fairs;
- Participation in nationally recognized health events;
- Walk-a-thons;
- Aerob-a-thons;
- Board game competitions; or
- Special health seminars and presentations given by health experts from the local community.

While it is encouraged that facilities incorporate all of these recreation components, all facilities are expected to incorporate minimally components A and B into their recreation programs.

IX. SUPERVISION OF RECREATION PROGRAMS:

Recreation staff, or staff assigned by the Facility Head in those facilities without Recreation staff, shall be responsible for the supervision of recreation activities, supplies and equipment. Custody staff assigned by the Facility Head or designee shall be responsible, in conjunction with the Recreation staff, for the movement and control of the offenders to, from and during recreation activities.

Recreation and leisure time programming for offenders shall take into account the security level of the facility/offenders, the ages of the offenders, disabilities of offenders at the facility, the space available for recreational activities and the equipment available at the facility. Facilities and equipment suitable for the recreation program shall be available in proportion to the offender population and shall be maintained in good condition.

Operational procedures and any necessary post orders shall be developed to ensure the appropriate movement and control of offenders. Recreation staff shall assist in the development of these operational procedures and post orders.

X. RECREATION PROGRAM/TREATMENT GUIDE:

A recreation program/treatment guide shall be designed by the Recreation Coordinator to meet the recreation needs of the offenders at the facility. The guide shall include:

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- A. Passive activities for individual participation;
- B. Passive activities for group participation;
- C. Active activities for individual participation;
- D. Active activities for group participation; and,
- E. Adaptive activities for offenders with physical or mental disabilities in accordance with all applicable statutes and rules.

Each category shall state specific objectives for each type of service based on offender population needs, the mission and goals of the facility and the existing and potential resources of the facility and the local community.

Each Facility Head shall submit a copy of the recreation program/treatment guide to the Recreation Administrator for approval and retention. A copy of the recreation program/treatment guide shall be maintained at the facility. The recreation program/treatment guide shall be reviewed and updated at least annually.

XI. SPECIAL RECREATION ACTIVITIES:

The Recreation Coordinator or designee shall consult with Health Care Services staff and the facility coordinator for the Americans with Disabilities Act regarding the design and management of specific recreation activities as they relate to offenders with identified disabilities for maximum therapeutic benefits.

Facilities may establish separate recreation periods for those offenders who have been recommended by Health Care Services or Mental Health Services and who normally would not use recreation services or equipment. Health Care Services should clear offenders before starting an exercise program if the offender is identified as a high risk for health concerns and should recommend that those offenders review health and recreation literature before they start a moderate recreation/exercise program.

XII. RECREATION PROGRAMMING FOR OFFENDERS ASSIGNED TO A FACILITY WITHOUT DEDICATED RECREATION STAFF:

The Facility Head shall assign a staff member to serve as the coordinator of the recreation program at a facility that does not have dedicated Recreation staff. This staff person shall attend recreation program meetings as directed by the Facility Head and submit any required reports.

Offenders assigned to these facilities shall have access to a Recreation program consistent with the safety and security of the facility and the community and in

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accordance with available resources. Recreation programs at these facilities may include both active and passive activities. The Facility Head shall determine whether recreation activities are provided at the facility or whether certain activities may be utilized in the community.

XIII. RECREATION PROGRAMMING FOR OFFENDERS IN SEGREGATION AND DETENTION:

Offenders in segregation or detention shall have access to programs consistent with the safety and security of the community, facility, staff, and offenders. Those offenders in segregation or detention shall receive a minimum of one hour of exercise per day outside their cells, five days per week, unless security and safety considerations dictate otherwise. Outdoor and covered/enclosed exercise areas are to be available to offenders in segregation or detention units. Appropriate weather-related equipment and attire should be made available to the offenders who desire to take advantage of their authorized exercise time.

Frequency and location of the recreation programs shall be in accordance with Policies 02-01-107, "The Use and Operation of Protective Custody," 02-01-111, "The Use and Operation of Administrative Segregation," 02-04-102, "The Use and Operation of Disciplinary Segregation Units," and 03-02-102, "The Use and Operation of Juvenile Secure Housing Units."

Recreation staff shall make available to offenders housed in segregation/detention units educational materials and handouts concerning the importance and benefits of appropriate fitness activities and healthy nutritional habits. The aim is to assist offenders in addressing their physical and emotional wellbeing through the proven benefits of regular exercise and following recommended nutritional guidelines. Recreation staff shall assist offenders in segregation to establish a fitness routine which includes appropriate in-cell activities, as requested by the offender. Due to the short time that juveniles are placed in segregation, it is not necessary for juvenile facilities to establish such a program; however, Recreation staff should be available to discuss appropriate leisure time activities with juveniles in segregation so that the juvenile will have information that may assist them to react appropriately both in the segregation unit and when released from segregation.

XIV. RECREATION PROGRAM SCHEDULES:

The recreation program schedule, where applicable, shall be developed by the Recreation Coordinator. The recreation program schedule shall be submitted to the Facility Head or designee for approval and retained at the facility.

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Recreation programming shall be scheduled and delivered in areas and time periods that promote the prescribed objectives of the program. Scheduling and delivery of the program shall take into consideration:

- A. Security of the facility;
- B. Supplies and equipment;
- C. Health and safety;
- D. Needs of the facility;
- E. Availability of other programs;
- F. Special Populations (to include geriatric and disabled identified offenders);
- G. Department resources;
- H. Facility manageability;
- I. Juvenile Risk Assessment (if applicable);
- J. Treatment; and,
- K. Special Seasonal Activities.

XV. VOLUNTEER SERVICES:

The Facility Head or designee shall ensure that the use of community volunteers in recreation activities are in accordance with Policy 01-03-103, "The Development and Delivery of Community Involvement Program."

XVI. RECOGNITION OF OFFENDER ACHIEVEMENT IN THE RECREATION PROGRAM:

The Recreation Coordinator shall establish a recreation recognition program of achievements for offenders with the approval of the Facility Head or designee. Facilities without dedicated Recreation staff or which have very limited recreation programs should attempt to determine a manner in which they can recognize offender achievements.

The types of awards may include, but are not limited to: certificates, plaques, trophies, photographs, medals, ribbons and established privileges.

XVII. RECREATION FUND EXPENDITURES:

The Recreation Coordinator and the Business Administrator shall work cooperatively to ensure that the Recreation Fund is used most effectively and efficiently in accordance with the available funds, program needs, applicable law and state rules.

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The Recreation Coordinator shall submit to the Facility Head or designee a recommendation for equipment, supplies, equipment maintenance and other program needs as in accordance with Policy 04-01-105, "Recreation Fund Administration."

XVIII. EQUIPMENT INVENTORIES:

Equipment fixed asset inventories shall be maintained by each Facility Head or designee in accordance with Policy 04-01-101, "Asset and Inventory Management."

XIX. RECREATION PROGRAM AND FACILITY EVALUATION:

The Field Audit Team shall conduct an annual audit of the recreation programs at the facilities. The Field Audit Team shall review each program to ensure that all approved aspects of the recreation programs are provided to the offenders at the facility. The Field Audit Team shall also determine if changes in the Department's recreation program are needed to meet ACA guidelines.

The Field Audit Team shall establish a schedule for auditing each facility recreation program. The facilities shall be advised of this schedule in order to have all necessary information available.

Each facility shall conduct an annual internal audit to ensure that it is complying with the facility's recreation program/treatment guide and recreation program schedules. The Recreation Coordinator shall forward a copy of the results of the internal audit to the Facility Head for review. The Facility Head shall submit a copy of the internal audit to the Recreation Administrator.

XX. RECREATION REPORTS:

An annual recreation report and any special reports requested shall be submitted by the Facility Head or designee to the Recreation Administrator. Each facility Recreation Department shall prepare a bi-annual list of recreational activities and forward to the Facility Head for review and inclusion in the annual recreation report.

Fiscal reports regarding the use of the facility recreation fund shall be submitted in accordance with 04-01-105, "Recreation Fund Administration."

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XXI. OFFENDER ACCIDENT/INJURY REPORTS:

State Form 3128 "Report of Offender Injury" shall be completed by the recreation or custody staff supervising the program whenever an offender is injured during a recreation activity.

XXII. RECREATION EQUIPMENT AND SUPPLIES:

Equipment and supplies shall be maintained in safe and serviceable condition and utilized for suitable planned recreation programs. Equipment and supplies shall be available in proportion to the facility population and fiscal constraints. The Recreation Coordinator or designee shall conduct weekly inspections and report repair and replacement needs.

Facilities with recreation (exercise) equipment shall incorporate a sanitizing program into the cleaning of the recreation area. All equipment should be sanitized after each recreation period. An offender work crew shall be trained in the proper sanitizing methods to use to ensure the safety and sanitation of the recreation equipment. A 10% bleach solution or other suitable sanitizing cleaner is to be used on the equipment.

XXIII. RECREATION COMMUNITY SERVICE PROGRAMS:

- A. Each facility is encouraged to establish and promote community service programs, as applicable based upon the safety and security of the facility and the public. Based upon the safety and security of the facility, members of the community may be permitted to come into the facility to participate in the recreation program or to provide programming.
- B. Consideration for participation in activities within the community setting must take into account the safety and security of staff, offenders and the public. Such community service programs in the community are to serve a rehabilitative purpose for the offenders/students or provide a needed community service to members of the community. This type of community activity shall not become routine activities and must be approved on an individual basis.

Community service outings may serve as an incentive program and such outings should be considered a "privilege" for offenders/students who meet specific criteria and are approved to go into the community for recreational or community services.

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The following conditions are to be considered when approval for such a community activity is requested:

1. The offender's/student's security classification or level allows him/her to leave the facility;
2. Recreation and/or custody staff must be available to supervise the activity with the appropriate number of staff being available to adequately supervise the number of offenders/students.
3. Offenders/students shall be under direct supervision at all times. They shall not be released unsupervised in a large area such as an arena, shopping center, mall, large store, in the streets, or in public gatherings.
4. SF 8522 "Temporary Leave Agreement For A Committed Offender" (see Attachment) shall be completed in its entirety for each offender/student approved to participate in the community activity and shall be explained to the offender/student, including that failure to remain with the staff person or failure to return to the facility with the staff person may be considered escape and subject the offender/student to prosecution.
5. The Community Services Director or designee shall retain each offender's/student's SF 8522 until the outside activity is completed and then it shall be filed in the offender's/student's facility packet.

XXIV. RECREATION TREATMENT PROGRAM:

A recreation treatment program, where applicable, shall be established to meet the needs of the offenders and treatment groups in coordination with recreation staff, such as a volunteer supervised Art Therapy program, Poetry, Music, or a Drama Program. Local community colleges and/or non-profit organizations could possibly assist in locating volunteers in establishing such programming. Juvenile facilities could also utilize non-profit organizations such as 4-H, Girls' and Boys' Scouts and Clubs, etc. These programs would address both the physical and emotional well-being of the offender population.

An offender's participation in this component may be part of a treatment protocol based upon a referral from Health Care Services, Mental Health Services, or the offender's Unit Team.

XXV. MUSIC ACTIVITIES PROGRAM:

All facilities may provide a Music Activities program which is available to offenders who are in the general offender population. It is the intent of the

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Department that all facilities with dedicated Recreation staff and adequate space will provide a Music Activities program. Music Activities programs may include, but are not limited to:

- Playing musical instruments
- Participating in a band or other instrumental ensemble
- Singing individually or with a band or vocal group, including a religious choir
- Instructional classes in music, instrumental or vocal techniques
- Other music related activities.

Safety and security standards shall be considered in choosing the Music Activities program that will be authorized at the facility and shall take into consideration the storage, use and maintenance of any supplies and equipment.

The Facility Head shall designate a member of the Recreation staff or other staff to coordinate a music program that will provide opportunities for interested offenders to learn, practice and improve their skills in selected types of activities. Music activities shall be designed to provide reasonable opportunity for participating offenders to develop and broaden their interests and skills within the limits of the security level of the facility.

Supplies and equipment suitable for the authorized Music Activities program shall be available to the offender population within the limits of the facility's security level and resources. Control over the storage and use of the supplies and equipment in the Music Activities program shall be the responsibility of the staff person designated to coordinate the program. Supplies and equipment for the Music Activities program shall be purchased through the facility's Recreation Fund. Minimally, facilities offering a Music Activities program shall purchase various types of guitars (electric and acoustic) and the necessary supplies (strings, picks, etc.) needed for their use. Staff shall ensure that an accurate inventory is maintained to prevent items such as guitar strings being removed from the appropriate area.

Offenders shall not be permitted to purchase or possess in their living areas musical instruments or supplies for musical equipment. However, offenders may be permitted to purchase their own music or materials to assist in their learning how to play an instrument (e.g., offenders may be allowed to purchase paperback musical instrument manuals from an approved vendor).

Offenders who have shown an interest in the Music Activities program and who have demonstrated musical abilities and skills may be permitted to serve as

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program aides or volunteers to assist other offenders in the program. Recreation staff shall determine which offenders may serve as an aide/volunteer and what training is necessary and how these offenders are utilized in the program. With the approval of the Recreation staff, offenders who have demonstrated an advanced level of skill may provide instruction to other offenders who wish to learn or improve their skills. In such cases, the offender providing the instruction shall not be compensated by the offender receiving the instruction in any manner.

Facilities providing a Music Activities program shall establish a schedule for assigned use of available practice space and musical equipment. The schedule shall be established in a fair and equitable manner so that all offenders desiring to participate in the Music Activities program shall have an opportunity to do so. Additionally, the facilities shall develop procedures and rules for the Music Activities program. These procedures/rules shall include, but are not limited to the following: admission into the program; requirements for maintaining active status; criteria for serving as an aide/volunteer/instructor; rules while participating; and, consequences of rule violations. The schedule and the procedures/rules shall be established and communicated to the offenders in clear and understandable language.

XXVI. FILM AND VIDEO MOVIE PROGRAM:

The Department shall negotiate a public performance license contract with a film and video movie company for only those facilities that do not have cable and/or satellite access and elect to participate in this program. All participating facilities shall follow the provisions of the film and video movie contract.

Each facility may establish a film and video movie screening committee to review and approve films and video movies shown at the facility.

XXVII. TELEVISION AND RADIO PROGRAMMING:

Each facility may provide cable television or similar types of television programming to the offenders. A local cable television company or other appropriate company may be selected to provide these services. If the facility elects to provide this service, the facility may select the programming available to offenders. The selection of programming is to take into consideration the offender population and, if possible, provide a variety of programming suitable for the various ethnic and racial groups in the offender population. However, facilities shall not include premium movie channels (e.g. HBO, Showtime, Cinemax, Flix, The Movie Channel, etc.) as a part of this programming.

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Radio programming purchased by facilities shall provide a variety of styles of music in proportion to the offender population. Facilities shall make efforts to ensure that ethnic and racial groups within the offender population are equitably represented by the programming provided.

Facilities may survey the offender population, establish an offender committee or other means to ensure that radio and television programming provided to the offender population is representative of the types of programming desired by the offender population.

The cost of providing this service shall be paid from the Recreation Fund.

XXVIII.OFFENDER RECREATION ASSISTANTS:

Facilities shall endeavor to ensure that qualified offenders are assigned as Recreation Assistants when possible. The Recreation Assistant job assignment should contribute to the personal development of the offender and the efficient operation of the facility. This job assignment shall approximate the same qualifications of a Recreation Assistant position in the community.

The following is a list of the criteria to be taken into consideration when screening an offender for the position of a Recreation Assistant:

- Must have good social skills and be able to work with a diverse group of people;
- Must be free from major disciplinary infractions (Class A and B disciplinary violations) for one (1) year;
- Must have worked in other job assignments at the facility for the last three months with a good rating from previous work assignment supervisors as it pertains to:
 - Completion of job duties as instructed;
 - Ability to work independently and willingness to assist as needed;
 - Showing up for work on time;
 - Good attitude; and
 - Ability to lift 5-10 pounds as it pertains to the Recreation Department.
- Must have some knowledge of leisure activity and possess the ability to share the health benefits of good nutrition and exercise;

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- Should have some knowledge of exercise equipment and its operation for maximum benefits to the user, and is able to explain and demonstrate such knowledge;
- Must be willing to work a flexible schedule to include evenings, weekends, and/or a staggered schedule; and
- Must be willing to learn other areas of the Recreation Department as needed.

XXIX. APPLICABILITY:

These administrative procedures are applicable to all department facilities housing adult and juvenile offenders.

Signature on File

Edwin G. Buss
Commissioner

11/16/10

Date